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The sample business requirement documents template.

- Identify business problem statement.

→ Identification of business problem statement :-

- Problem is a state where human put their maximum efficiency ~~to~~ to get it done/solve.
- Therefore to solve any business issue we need to first find the actual ~~prob~~ problem.
- This problem can be identified by meeting the customers and actually knowing their demands / requirements or problems.
- The common problems faced by the business owners are :-
- Generating more revenue.
- Reducing cost.
- Improving customer service
- Increasing market share
- Employee hiring.
- Customers visit. and many more.

- ~~Here we will be di~~ For example, a restaurant facing problem of less customers, or less chefs etc.

2). Executive a summary snapshot.

→ Executive summary snapshot :-
Summary snapshot is the overview of your business requirement.
- It may be the description, scope, business, drivers, proposed process ~~&~~ and functional requirement.
- It is basically a report which is generated by the team members after the process of data collection from the customer
- This is the most key element required for any plan to execute. It can be of 1-2 pages giving a very quick review of the project to solve any problem in the easy way so that it will be easy to understand for the internal team members, company etc.
- The execute summary snapshot should consist of important points ie main points or ideas in the work but should avoid smaller details or ideas as it is a snapshot so it should be small and understandable.

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- Summary snapshot includes information about current trade products, a futures overview, index information, the difficulties / problem faced by the company and few references.
- ~~A~~ If for example as stated in previous page if we take the example of a restaurant, then in its summary snapshot, one should mention all the details of the restaurant like ~~&~~ its location, area occupied, nearby places, restaurants insight / ambience and most importantly one should mention ~~its~~ the problem they are facing. For example they are facing problem in filling their chef vancies.
- Also one needs to mention the rough idea by which they will be solving the problem. For example the company will suggest to develop a site wherein the interested people can login ~~to~~ and apply for filling the vacancies which will be helpful for the restaurant owner.
- ~~Only~~ Also the summery snapshot should be written in concern with the stakeholders ~~stuff~~ suggesting a proper solution is as for the

above mentioned example the solution will be developement of a site giving login info, restaurant's protocols, working hours, ~~and~~ wages as well as the facilities that restaurant owner will be giving to the chefs also it should include the aspects the owner expects from the chefs.

- At last ~~it~~ after writing one should go through it again to ensure no important point is missing.

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3). Project description

→ Project description :-
In project description we need to describe the project for which you are writing this business requirements documents. Moreover describing the project purpose, current process, solution for project, challenges and need to undertake the project etc is also considered under project description.

→ Project description should consist of summery, justifications, defination, approach, evalution and timelile ie the deadline.

→ In summery their must be briefings done like the reason for the project, or problem, purpose, the location, resources required, programmer in concern with the stakeholders. ~~Two~~ ,

→ Two questions 'how and why' should be justified well in the project description as well as consideration of the investment is also required.

→ We need to briefly elaborate how we will achieve the project's goals and ~~achievements~~ objectives in a particular timeline or deadline.

For example :- as stated earlier of the staff vacancy & intake we need to write the purpose of the project ie why their is need to do so. by also considering the resources required ~~by~~ it they may be materialistic or from the stakeholders. & Proper selection of the programming language and the programers respectively.
Also one need to mention the challenges which will be faced while doing the project like a programmer etc. The investment ~~that~~ should also be considered.
As in this example we need to develop a site for which we need resources like internal team, programer, domain name, text editor etc
- Also proper description should be mentioned like a prototype of a website. ie its outlook.
- And most importantly its deadline should be mentioned.